

Applied Technologies Programs

Student Handbook

2011-2012



- **Air Conditioning, Heating & Refrigeration Technology**
- **Automotive Systems Technology**
- **Carpentry**
- **Electrical/Electronics Technology**
- **Electronics Engineering Technology**
- **Sustainability Technologies**
- **Welding Technology**



VANCE-GRANVILLE
COMMUNITY COLLEGE

HENDERSON, NORTH CAROLINA
(252) 492-2061
www.vgcc.edu

VANCE-GRANVILLE COMMUNITY COLLEGE

Applied Technologies Programs

Student Handbook 2011-2012

Vance-Granville Community College
Henderson, N.C.
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STATEMENT OF PURPOSE

Vance-Granville Community College is committed to providing useful, educational experiences that enhance students' lives, both personally and professionally. A community-centered institution, Vance-Granville strives for excellence in teaching and career guidance its "open door" policy ensures the rights of individuals to advance their skills and knowledge to their maximum potential. The college extends accessible and affordable life-long learning opportunities aimed at preparing students for the workplace of the 21st century.

PURPOSE AND GOALS

Vance-Granville Community College is a public, two year, post-secondary educational institution with an open-door admissions policy. Its purpose is to extend affordable, lifelong learning opportunities to the citizens to acquire the education and training necessary for employment in the workforce, overcome barriers imposed by insufficient mastery of basic skills, acquire the first two years of a baccalaureate degree program, and enhance the quality of life through the development of personal interests and talents.

Specific objectives established to accomplish this purpose are:

1. Provide quality associate degree, diploma and certificate programs in technical and vocational areas to prepare students for initial employment as qualified technicians and skilled craftspeople;
2. Offer a broad scope of occupational extension courses designed to prepare individuals for initial employment, upgrade the skills of workers in their present jobs and provide retraining for persons whose jobs have been eliminated;
3. Offer basic skills education, adult high school preparation and developmental programs;
4. Offer job training and consulting services to new, existing and expanding businesses and industries;
5. Provide a quality college transfer program;
6. Employ qualified instructors and staff and provide them with professional development opportunities;

7. Provide support services to maximize student success, which include academic advising, career planning, counseling, tutoring, financial aid, job and transfer placement, library and other learning resources;
8. Provide accessible educational opportunities to students with needs;
9. Employ sound management practices and systematic planning and assessment to meet the overall objectives of the college, allocate and safeguard resources, monitor the use/expenditure of resources, and provide timely and effective reporting;
10. Maintain effective and cooperative relationships with schools, colleges, universities, government agencies and employers;
11. Provide experiences for educational, cultural and personal growth and enlightenment that enhance the role of the college as the focal point of the community; and
12. Employ technology to enhance the effectiveness of teaching at the college and to increase the accessibility of learning opportunities to area residents.

APPLIED TECHNOLOGIES EDUCATION PROGRAMS

Vance-Granville Community College offers eight applied technologies education programs including Air Conditioning, Heating & Refrigeration Technology; Automotive Systems Technology; Carpentry; Electrical/Electronics Engineering Technology, Sustainability Technology, and Welding Technology. These programs provide the training and skills needed to perform many needed jobs in our society. The trade's area has grown in recent years, these jobs cannot be outsourced, and the job outlook for these skilled areas is excellent.

ACADEMIC ADVISING

Academic advising is an on-going process of self-discovery and exploration in which a student clarifies and educational plan for achieving a meaningful career. The faculty advisor helps design an academic plan which reflects the student's career choice and assists in registration drop-add, and graduation readiness.

ADVISOR AND STUDENT ROLES

THE ADVISOR'S ROLE IS....

- *To provide accurate information about college policies, procedures, program requirements, courses of study, and resources

- *To make career or counseling referrals to student services or community support agencies.

- *To ensure availability for assisting advisees with registration each term.

- *To assist students in on-going self-monitoring And self-evaluation of their educational plans and progress

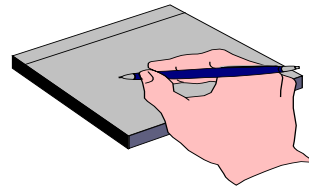
- *To participate in on-going advisor training Programs to improve and update skills and To carry out the policies to the Student Services Program.

THE STUDENT'S ROLE IS....

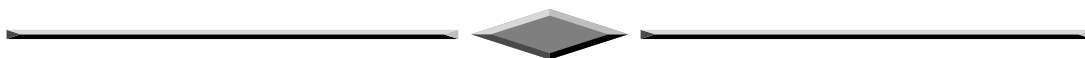
- *To ask for and to act on academic information needed for developing and following an educational plan.



- *To make appointments with an Advisor for registration and for assessment of educational plans and progress



- *To accept personal responsibility for meeting program and graduation requirements.



FACULTY ADVISORS FOR APPLIED TECHNOLOGIES DEPT.

ADVISORS	EXTENSION	OFFICE	PROGRAM]
Wesley Smith	738-3214	Bldg 5 - 5112	Air Conditioning, Heating and Refrigeration
Fred Brewer	738-3204	Bldg 4 - 4110	Automotive
Keith Tunstall	738-3261	Bldg 5 - 5101	Carpentry
Robert Hudson	738-3211	Bldg 5 – 5113	Electrical
Wesley Williams	738-3256	Bldg 4 – 4245	Electronic Engineering
Rusty Pace	738-3375	Bldg 3 – 3101	Welding
Bobby Van Brunt	738-3412	Bldg 7 – 7304	Dean, Business and Applied Technologies and Program Head, General Occupational Technology

Office hours for each advisor are posted on their office doors. Your advisor helps you select courses during the registration period that will lead to your desired degree as well as offer assistance in other ways as the need arises. Your advisor is responsible for your academic planning and all changes, drop or add, need to be authorized by the advisor.

APPLIED TECHNOLOGIES DEPARTMENT FACULTY ADVISORS

Brewer, Fred	Program Head, Automotive Systems Technology; Master Certification in Automotive Service Excellence, General Motors Corporation; A.A.S., Business Administration, Vance-Granville Community College
Hudson, Robert	Program Head, Electrical/Electronics; A.A.S. and B.S. Virginia Technical Institute and State University
Pace, Rusty	Program Head, Welding Technology; Diploma, Vance-Granville Community College, A.A.S Welding Nash CC
Smith, Wesley	Program Head, Air Conditioning Heating and Refrigeration Technology; Diploma, Vance-Granville Community College, A.A.S., Vance-Granville Community College
Tunstall, Keith	Program Head, Carpentry; Vocational Diploma, Vance-Granville Community College
Williams, Wesley	Program Head, Electronics Engineering Technology; A.A.S. Electronics Engineering Technology, BS/BA Computer Science/Mathematics UNC Wilmington
Van Brunt, Bobby	Dean, Business and Applied Technologies; B.S.B.A., East Carolina University; M.A.Ed., East Carolina University

Applied Technologies Club

The purpose of the Applied Technologies Club is to provide opportunities for post-secondary Applied Technologies students to develop leadership and competencies in the trades. The Applied Technologies Club also will promote interest, enthusiasm and professional pride in the applied technologies programs at VGCC.

The goals of the Applied Technologies Club are to:

- A. Develop competent, aggressive business leadership for the vocations.
- B. Strengthen the confidence of students in themselves and their work.
- C. Promote quality work in the American workplace, thereby promoting the value of schooling at VGCC.
- D. Encourage members to participate in community projects that contribute to the improvement of our community.
- E. Promote a sense of striving for excellence in Vance-Granville Community College's Applied Technologies.
- F. Promote trades enrollment at Vance-Granville Community College, hereby helping relieve the critical need for trained trades persons in the state of North Carolina.

The types of membership shall be open to all Applied Technology students regardless of race, creed, color or age. Membership shall consist of the following classes of members:

- (a) **Active Members** shall be students enrolled in one of the Applied Technologies programs at VGCC who accept the purpose of the Applied Technologies Club and subscribe to its purpose.
- (b) **Alumni Members** shall be part active members who continue to support the purpose of the Applied Technologies Club and subscribe to its creed.
- (c) **Professional Members** shall be persons associated with, or participating in, the professional development of applied technologies club members. Such professional members may include instructors of applied technologies programs, counselors and advisors. Professional members shall be guests of all events, but shall not vote or hold office.

There is at least one regular meeting per semester during the school year. The first meeting of the Fall Semester will be designated as the annual meeting for the purpose of electing officers. Special meetings may be called, as necessary by the President, with the approval of the Faculty Advisor.

Academic Advising

Vance-Granville Community College takes pride in its commitment to academic advising. The focus of this commitment lies in the great educative value of faculty and professional advisors helping students to set meaningful, self-directive goals. Academic advising is a developmental process that assists students in the planning and development of their educational and career goals.

Courses selected by students must be approved by their advisor prior to registration. The advisor must also approve all registration changes, such as dropping and adding courses.

Special students are advised by counselors or advisors in the Counseling Services Department. All students are encouraged to meet with their advisor throughout each semester and discuss their academic progress. Although advisors are available to assist students in a variety of ways, the final responsibility for meeting all academic requirements for graduation rests with the students.

Program Prerequisites

Students must take the College Placement Test.

There are prerequisites for many courses in the Applied Technologies programs.

STUDY SKILLS – NOTETAKING

- I. What to Study
 - a. Vocabulary – Keep a list-review daily.
 - b. Formulas, laws, rules, - keep a list – review daily.
 - c. Famous people and important dates – how they relate.
 - d. Relationships – Know how facts are related to one another.
 - e. Predict questions – notice what instructor emphasizes in class.
 - f. Main headings – study questions and summaries at the end of the sections or chapters.

- II. How to Take Notes
 - a. Lecture
 1. Write down key words
 2. Listen for clues.
 3. Note major conclusions
 4. Emphasis – note when teacher gives special points or writes on board.
 5. Review daily notes taken in class.
 - b. Books
 1. Read assignment as assigned.
 2. Get the big picture – what is the chapter about?
 3. Note chapter headings or subheadings.
 4. Read and write down important or key ideas or facts – actively involved.
 5. Read summary sections at the end of the chapter to get general idea.
 6. Review notes daily taken on reading.
 - c. Note-Taking Summary
 1. Purpose – read for plots, ideas, and facts.
 2. Words – look up words you don't know
 3. Why – relationship of ideas.
 4. Summarize – the so what!
 5. Explain – to someone else about subject.

- III. Good Study Habits
 1. Have a study schedule written down and stick to it.
 2. Schedule at least 45 minutes to 1 hour per study session.
 3. Take study breaks and move around, then go back to study.
 4. Keep in good shape physically and mentally.
 - a. Sleep
 - b. Exercise
 - c. Have fun
 - d. Eat good regular meals

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

Diploma

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Credit	Pre/ Corequisite		
FALL SEMESTER (First Year)								
AHR	110	Intro to Refrigeration	___	2	6	0	5	
AHR	111	HVACR Electricity	___	2	2	0	3	
AHR	112	Heating Technology	___	2	4	0	4	
AHR	211	Residential System Design	___	2	2	0	3	
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
MAT	101	Applied Mathematics	___	2	2	0	3	MAT 060
WLD	112	Basic Welding Processes	___	1	3	0	2	
				14	19	0	23	
SPRING SEMESTER (First Year)								
AHR	113	Comfort Cooling	___	2	4	0	4	
AHR	114	Heat Pump Technology	___	2	4	0	4	AHR 110 or AHR 113
AHR	115	Refrigeration Systems	___	1	3	0	2	AHR 110
AHR	130	HVAC Controls	___	2	2	0	3	AHR 111
SST	120	Energy Use Analysis	___	2	2	0	3	
				9	15	0	16	
SUMMER SEMESTER (First Year)								
AHR	133	HVAC Servicing	___	2	6	0	4	AHR 112 or AHR 113 (co-req)
Major Elective			___	2	0	0	2	
					4	6	0	6
				27	40	0	45	
Elective List								
AHR	160	Refrigerant Certification	___	1	0	0	1	
AHR	180	HVACR Customer Relations	___	1	0	0	1	
COE	111/112	Cooperative Work Experience I	___	0	0	10-20	1-2	
COE	121	Cooperative Work Experience II	___	0	0	10	1	
ELC	125	Diagrams and Schematics	___	1	2	0	2	
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:							45	

Additional information about the Air Conditioning, Heating, and Refrigeration Technology program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIRMENTS**

AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

Diploma

Suggested Course Sequence (EVENING)

			HOURS PER WEEK					
			Grade	Class	Lab	Clinic	Credit	Pre/ Corequisite
FALL SEMESTER (First Year)								
AHR	110	Intro to Refrigeration	___	2	6	0	5	
AHR	111	HVACR Electricity	___	2	2	0	3	
				4	8	0	8	
SPRING SEMESTER (First Year)								
AHR	112	Heating Technology	___	2	4	0	4	
AHR	130	HVAC Controls	___	2	2	0	3	AHR 111
				4	6	0	7	
SUMMER SEMESTER (First Year)								
AHR	113	Comfort Cooling	___	2	4	0	4	
				2	4	0	4	
FALL SEMESTER (Second Year)								
AHR	114	Heat Pump Technology	___	2	4	0	4	AHR 110 or AHR 113
AHR	211	Residential System Design	___	2	2	0	3	
				4	6	0	7	
SPRING SEMESTER (Second Year)								
AHR	115	Refrigeration Systems	___	1	3	0	2	AHR 110
AHR	133	HVAC Servicing	___	2	6	0	4	AHR 112 or AHR 113
SST	120	Energy Use Analysis	___	2	2	0	3	
				5	11	0	9	
SUMMER SEMESTER (Second Year)								
AHR	160	Refrigerant Certification	___	1	0	0	1	
AHR	180	HVACR Customer Relations	___	1	0	0	1	
				2	0	0	2	
Related courses can be taken as schedule permits.								
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
MAT	101	Applied Mathematics	___	2	2	0	3	MAT 060
WLD	112	Basic Welding Processes	___	1	3	0	2	
				6	5	0	8	
Elective List								
COE	111/112	Cooperative Work Experience I	___	0	0	10-20	1-2	
COE	121	Cooperative Work Experience II	___	0	0	10	1	
ELC	125	Diagrams and Schematics	___	1	2	0	2	
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:							45	

Additional information about the Air Conditioning, Heating, and Refrigeration Technology program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
 APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
 GRADUATION REQUIREMENTS
 AIR CONDITIONING, HEATING AND REGRIGERATION TECHNOLOGY**

COMFORT COOLING

Certificate

	Grade	Class	Lab	HOURS PER WEEK			
				Clinic	Credit	Pre/ Corequisite	
AHR 110	Intro to Refrigeration	___	2	6	0	5	
AHR 111	HVACR Electricity	___	2	2	0	3	
AHR 113	Comfort Cooling	___	2	4	0	4	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 12

HEAT PUMP TECHNOLOGY

Certificate

	Grade	Class	Lab	HOURS PER WEEK			
				Clinic	Credit	Pre/ Corequisite	
AHR 110	Intro to Refrigeration	___	2	6	0	5	
AHR 111	HVACR Electricity	___	2	2	0	3	
AHR 113	Comfort Cooling	___	2	4	0	4	
AHR 114	Heat Pump Technology	___	2	4	0	4	AHR 110 or AHR 113

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 16

YEAR ROUND COMFORT SYSTEMS

Certificate

	Grade	Class	Lab	HOURS PER WEEK			
				Clinic	Credit	Pre/ Corequisite	
AHR 110	Intro to Refrigeration	___	2	6	0	5	
AHR 111	HVACR Electricity	___	2	2	0	3	
AHR 112	Heating Technology	___	2	4	0	4	
AHR 113	Comfort Cooling	___	2	4	0	4	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 16

**VANCE-GRANVILLE COMMUNITY COLLEGE
 APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
 AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY**

REFRIGERATION

Certificate

			HOURS PER WEEK					
			Grade	Class	Lab	Clinic	Credit	Pre/ Corequisite
AHR	110	Intro to Refrigeration	___	2	6	0	5	
AHR	111	HVACR Electricity	___	2	2	0	3	
AHR	112	Heating Technology	___	2	4	0	4	
AHR	113	Comfort Cooling	___	2	4	0	4	
AHR	160	Refrigerant Certification	___	1	0	0	1	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 17

SUSTAINABLE AIR CONDITIONING & HEATING

Certificate

			HOURS PER WEEK					
			Grade	Class	Lab	Clinic	Credit	Pre/ Corequisite
AHR	113	Comfort Cooling	___	2	4	0	4	
AHR	114	Heat Pump Technology	___	2	4	0	4	AHR 110 or AHR 113
AHR	211	Residential System Design	___	2	2	0	3	
SST	120	Energy Use Analysis	___	2	2	0	3	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 14

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

AUTOMOTIVE SYSTEMS TECHNOLOGY

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Credit		Pre/ Corequisites	
FALL SEMESTER (First Year)								
AUT	110	Intro to Auto Technology	___	2	2	0	3	
AUT	161	Basic Auto Electricity	___	4	3	0	5	
AUT	181	Engine Performance 1	___	2	3	0	3	
AUT	181A	Engine Performance Lab	___	0	3	0	1	AUT 181(co-req)
AUT	281	Adv Engine Performance	___	2	2	0	3	
ENG	110	Freshman Composition	___	3	0	0	3	ENG 090, RED 080
OR								
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 080
			13	13	0	15		
SPRING SEMESTER (First Year)								
AUT	141	Suspension & Steering Systems	___	2	3	0	3	
AUT	141A	Suspension & Steering Sys Lab	___	0	3	0	1	AUT 141 (co-req)
AUT	151	Brake Systems	___	2	3	0	3	
AUT	151A	Brake System Lab	___	0	3	0	1	AUT 151 (co-req)
AUT	163	Adv Auto Electricity	___	2	3	0	3	AUT 161
AUT	163A	Adv Auto Electricity Lab	___	0	3	0	1	AUT 163 (co-req)
MAT	115	Mathematical Models	___	2	2	0	3	MAT 070
OR								
BIO	140	Environmental Biology	___	3	0	0	3	ENG 090, RED090
			9	18	0	15		
SUMMER SEMESTER (First Year)								
AUT	171	Auto Climate Control	___	2	4	0	4	
AUT	221	Auto Transm/Transaxles	___	2	3	0	3	
AUT	221A	Auto Transm/Transaxles Lab	___	0	3	0	1	AUT 221 (co-req)
			4	10	0	8		
FALL SEMESTER (Second Year)								
AUT	116	Engine Repair	___	2	3	0	3	
AUT	116A	Engine Repair Lab	___	0	3	0	1	AUT 116 (co-req)
AUT	123	Powertrain Diagn & Serv	___	1	3	0	2	
SST	110	Intro to Sustainability	___	3	0	0	3	
ENG	116	Technical Report Writing	___	3	0	0	3	ENG 090, RED090 or ENG 095
OR								
ENG	114	Prof. Research Writing	___	3	0	0	3	ENG 090, RED090 or ENG 095
			6	9	0	12		
SPRING SEMESTER (Second Year)								
AUT	183	Engine Performance	___	2	6	0	4	AUT 181
AUT	231	Man Trans/Transaxles	___	2	4	0	4	
AUT	231A	Man Trans/Transaxle Lab	___	0	3	0	1	AUT 231 (co-req)
HUM	121	Nature of America	___	3	0	0	3	ENG 090, RED090 or ENG 095
OR								
HUM	122	Southern Culture	___	3	0	0	3	ENG 090, RED090 or ENG 095
			7	13	0	12		
SUMMER SEMESTER (Second Year)								

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SUMMER SEMESTER (Second Year)

Major Elective	_____	2	0	0	2
Social/Behavioral Science Elective	_____	3	0	0	3
		5	0	0	5
		44	63	0	67

Elective List

AUT	114	Safety and Emissions	_____	1	2	0	2
COE	111/112	Cooperative Work Experience I	_____	0	0	10-20	1-2
COE	121	Cooperative Work Experience II	_____	0	0	10	1

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 67

Additional information about the Automotive Systems Technology program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

AUTOMOTIVE SYSTEMS TECHNOLOGY

Diploma

Suggested Course Sequence

			HOURS PER WEEK				Pre/Corequisites	
	Grade	Class	Lab	Clinic	Credit			
FALL SEMESTER (First Year)								
AUT	110	Intro to Automotive Technology	___	2	0	3		
AUT	161	Basic Auto Electricity	___	4	3	0	5	
AUT	181	Engine Performance I	___	2	3	0	3	
AUT	181A	Engine Performance Lab	___	0	3	0	1	AUT 181 (co-req)
AUT	281	Adv Engine Performance	___	2	2	0	3	
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
			13	13	0	18		
SPRING SEMESTER (First Year)								
AUT	141	Suspension & Steering Systems	___	2	3	0	3	
AUT	141A	Suspension & Steering Sys Lab	___	0	3	0	1	AUT 141 (co-req)
AUT	151	Brake Systems	___	2	3	0	3	
AUT	151A	Brake System Lab	___	0	3	0	1	AUT 151 (co-req)
AUT	163	Adv Auto Electricity	___	2	3	0	3	AUT 161
AUT	163A	Adv Auto Electricity Lab	___	0	3	0	1	AUT 163 (co-req)
MAT	101	Applied Mathematics I	___	2	2	0	3	MAT 060
			8	20	0	15		
SUMMER SEMESTER (First Year)								
AUT	171	Auto Climate Control	___	2	4	0	4	
AUT	221	Auto Transm/Transaxles	___	2	3	0	3	
AUT	221A	Auto Transm/Transaxles Lab	___	0	3	0	1	AUT 221 (co-req)
			4	10	0	8		
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:					41			

Additional information about the Automotive Systems Technology program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

AUTOMOTIVE SYSTEMS TECHNOLOGY

Diploma

*Suggested Course Sequence (**EVENING**)*

			Grade	Class	HOURS PER WEEK			Pre/Corequisites
					Lab	Clinic	Credit	
FALL SEMESTER (First Year)								
AUT	110	Intro to Automotive Technology	___	2	2	0	3	
AUT	281	Adv Engine Performance	___	2	2	0	3	
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
				7	4	0	9	
SPRING SEMESTER (First Year)								
AUT	141	Suspension & Steering Systems	___	2	3	0	3	
AUT	141A	Suspension & Steering Sys Lab	___	0	3	0	1	AUT 141(co-req)
AUT	151	Brake Systems	___	2	3	0	3	
AUT	151A	Brake System Lab	___	0	3	0	1	AUT 151 (co-req)
MAT	101	Applied Mathematics I	___	2	2	0	3	MAT 060
				6	11		10	
SUMMER SEMESTER (First Year)								
AUT	171	Auto Climate Control	___	2	4	0	4	
				2	4	0	4	
FALL SEMESTER (Second Year)								
AUT	161	Basic Auto Electricity	___	4	3	0	5	
AUT	181	Engine Performance I	___	2	3	0	3	
AUT	181A	Engine Performance Lab	___	0	3	0	1	AUT 181 (co-req)
				6	8	0	9	
SPRING SEMESTER (Second Year)								
AUT	163	Adv Auto Electricity	___	2	3	0	3	AUT 161
AUT	163A	Adv Auto Electricity Lab	___	0	3	0	1	AUT 163(co-req)
				2	6	0	4	
SUMMER SEMESTER (Second Year)								
AUT	221	Auto Transm/Transaxles	___	2	3	0	3	
AUT	221A	Auto Transm/Transaxles Lab	___	0	3	0	1	AUT 221(co-req)
				2	6	0	4	
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:							41	

Additional information about the Automotive Systems Technology program is available at

<http://www.vgcc.edu/Academics/academics-programs.cfm>

**AUTOMOTIVE SYSTEMS TECHNOLOGY
ELECTRICAL SYSTEMS**

Certificate

	Grade	Class	HOURS PER WEEK			Pre/Corequisites	
			Lab	Clinic	Credit		
AUT 161	Basic Auto Electricity	___	4	3	0	5	
AUT 163	Adv Auto Electricity	___	2	3	0	3	AUT 161
AUT 163A	Adv Auto Electricity Lab	___	0	3	0	1	AUT 163 (co-req)
AUT 281	Adv Engine Performance	___	2	2	0	3	
			8	11	0	12	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 12

**AUTOMOTIVE SYSTEMS TECHNOLOGY
SUSPENSION & STEERING**

Certificate

	Grade	Class	HOURS PER WEEK			Pre/Corequisites	
			Lab	Clinic	Credit		
AUT 141	Suspension & Steering Systems	___	2	3	0	3	
AUT 141A	Suspension & Steering Sys Lab	___	0	3	0	1	AUT 141 (co-req)
AUT 151	Brake Systems	___	2	3	0	3	
AUT 151A	Brake System Lab	___	0	3	0	1	AUT 151 (co-req)
AUT 181	Engine Performance 1	___	2	3	0	3	
AUT 181A	Engine Performance Lab	___	0	3	0	1	AUT 181 (co-req)
			6	18	0	12	

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 12

**AUTOMOTIVE SYSTEMS TECHNOLOGY
TRANSMISSION SYSTEMS**

Certificate

	Grade	Class	HOURS PER WEEK			Pre/Corequisites	
			Lab	Clinic	Credit		
AUT 161	Basic Auto Electricity	___	4	3	0	5	
AUT 171	Auto Climate Control	___	2	4	0	4	
AUT 221	Auto Transm/Transaxles	___	2	3	0	3	
AUT 221A	Auto Transm/Transaxles Lab	___	0	3	0	1	AUT 221 (co-req)

TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE: 13

**VANCE-GRANVILLE COMMUNITY COLLEGE
 APPIED TECHNOLOGIES DEPARTMENT PROGRAMS
 AUTOMOTIVE SYSTEMS TECHNOLOGY**

AUTOMOTIVE SUSTAINABILITY

Certificate

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Credit	Pre/Corequisites		
AUT	116	Engine Repair	___	2	3	0	3	
AUT	116A	Engine Repair Lab	___	0	3	0	1	AUT 116 (co-req)
AUT	123	Powertrain Diagn & Serv	___	1	3	0	2	
AUT	181	Engine Performance I	___	2	3	0	3	
AUT	181A	Engine Performance I Lab	___	0	3	0	1	AUT 181 (co-req)
SST	110	Intro to Sustainability	___	3	0	0	3	
				8	11	0	13	
TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE:							13	

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

CARPENTRY

Diploma

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Credit	Pre/ Corequisites		
FALL SEMESTER (First Year)								
CAR	110	Introduction to Carpentry	___	2	0	0	2	
CAR	111	Carpentry I	___	3	15	0	8	
MAS	140	Intro to Masonry	___	1	2	0	2	
BPR	130	Blueprint Reading/Const.	___	1	2	0	2	
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 085
				10	19	0	17	
SPRING SEMESTER (First Year)								
CAR	112	Carpentry II	___	3	15	0	8	CAR 111
CAR	115	Res. Planning/Estimating	___	3	0	0	3	BPR 130
CAR	114	Residential Bldg. Codes	___	3	0	0	3	
MAT	101	Applied Mathematics I	___	2	2	0	3	MAT 060
				11	17	0	17	
SUMMER SEMESTER (First Year)								
CAR	113	Carpentry III	___	3	9	0	6	CAR 112
				25	48	0	40	
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:							40	

Additional information about the Carpentry program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
 APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
 GRADUATION REQUIREMENTS**

**Residential Foundations & Framing
*Certificate***

			HOURS PER WEEK				Pre/ Corequisites
	Grade	Class	Lab	Clinic	Credit		
BPR	130	Blueprint Reading/Construction	1	2	0	2	
CAR	110	Intro To Carpentry	2	0	0	2	
CAR	111	Carpentry I	3	15	0	8	
TOTAL SEMESTER HOURS NEEDED FOR CERTIFICATE:						12	

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

ELECTRICAL/ELECTRONICS TECHNOLOGY

Diploma

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Credit	Pre/ Corequisites		
FALL SEMESTER (First Year)								
ALT	120	Renewable Energy Technology	___	2	2	0	3	
ELC	112	DC/AC Electricity	___	3	6	0	5	
ELC	113	Basic Wiring I	___	2	6	0	4	
ELC	118	National Electrical Code	___	1	2	0	2	
ELC	125	Diagrams & Schematics	___	1	2	0	2	
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
MAT	101	Applied Mathematics I	___	2	2	0	3	MAT 060
				14	20	0	22	
SPRING SEMESTER (First Year)								
ALT	220	Photovoltaic Systems Technology	___	2	3	0	3	
ELC	115	Industrial Wiring	___	2	6	0	4	
ELC	117	Motors & Controls	___	2	6	0	4	
ELC	215	Electrical Maintenance	___	2	3	0	3	
ELN	229	Industrial Electronics	___	3	3	0	4	ELC 112
				11	21	0	18	
SUMMER SEMESTER (First Year)								
Choose Major		Electives (4 hours)	___				4	
				28	44	0	44	
Elective List								
BPR	111	Blueprint Reading	___	1	2	0	2	
CIS	110	Introduction to Computers	___	2	2	0	3	
COE	111-112-113	Cooperative Work Experience I	___	0	0	10-20-30	1-2-3	
COE	121-122-123	Cooperative Work Experience II	___	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	___	0	0	10	1	
ELC	114	Basic Wiring II	___	2	6	0	4	ELC 113
ELC	128	Introduction to PLC	___	2	3	0	3	
ISC	110	Workplace Safety	___	1	0	0	1	
MNT	110	Intro to Maintenance Procedures	___	1	3	0	2	
MNT	165	Mechanical Industrial Systems	___	1	3	0	2	
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:							44	

*Additional information about the Electrical/Electronics Technology program is available at
<http://www.vgcc.edu/Academics/academics-programs.cfm>*

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

BASIC WIRING

Certificate

	Grade	Class	HOURS PER WEEK			Pre/ Corequisites
			Lab	Clinic	Credit	
ELC 112	___	3	6	0	5	
ELC 113	___	2	6	0	4	
ELC 117	___	2	6	0	4	
ELC 118	___	1	2	0	2	
TOTAL HOURS REQUIRED FOR CERTIFICATE:					15	

INDUSTRIAL WIRING

Certificate

	Grade	Class	HOURS PER WEEK			Pre/ Corequisites
			Lab	Clinic	Credit	
ELC 112	___	3	6	0	5	
ELC 113	___	2	6	0	4	
ELC 115	___	2	6	0	4	
ELC 125	___	1	2	0	2	
TOTAL HOURS REQUIRED FOR CERTIFICATE:					15	

SUSTAINABLE ELECTRICAL ENERGIES

Certificate

	Grade	Class	HOURS PER WEEK			Pre/ Corequisites
			Lab	Clinic	Credit	
ELC 112	___	3	6	0	5	
ELC 113	___	2	6	0	4	
ELC 125	___	1	2	0	2	
ALT 120	___	2	2	0	3	
ALT 220	___	2	3	0	3	
TOTAL HOURS REQUIRED FOR CERTIFICATE:					17	

VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS

ELECTRONICS ENGINEERING TECHNOLOGY

Associate in Applied Science Degree

Suggested Course Sequence

			HOURS PER WEEK					
			Grade	Class	Lab	Clinic	Credit	Pre/ Corequisites
FALL SEMESTER (First Year)								
CET	111	Computer Upgrade & Repair	___	2	3	0	3	
CIS	110	Introduction to Computers	___	2	2	0	3	
OR								
CIS	111	Basic PC Literacy	___	1	2	0	2	
ELC	131	DC/AC Circuit Analysis	___	4	3	0	5	MAT 121 (co-req)
ENG	111	Expository Writing	___	3	0	0	3	ENG 090, RED 090 or ENG 095
MAT	121	Algebra/Trigonometry I	___	2	2	0	3	MAT 070
				12/13	10	0	16/17	
SPRING SEMESTER (First Year)								
CET	211	Computer Upgrade & Repair II	___	2	3	0	3	
ELC	117	Motors and Controls	___	2	6	0	4	
ELN	131	Semiconductor Applications	___	3	3	0	4	
ENG	114	Professional Research and Reporting	___	3	0	0	3	ENG 111
MAT	122	Algebra/Trigonometry II	___	2	2	0	3	MAT 121 or MAT 161 or MAT 171
				12	14	0	17	
SUMMER SEMESTER (First Year)								
ELC	128	Introduction to PLC	___	2	3	0	3	
ELN	132	Linear IC Applications	___	3	3	0	4	ELN 131
HUM	122	Southern Culture	___	3	0	0	3	ENG 090, RED 090 or ENG 095
				8	6	0	10	
FALL SEMESTER – (Second Year)								
CSC	133	C Programming	___	2	3	0	3	
ELN	133	Digital Electronics	___	3	3	0	4	
ELN	150	CAD for Electronics	___	1	3	0	2	CIS 110, CIS 111 or ELC 127
PHY	131	Physics - Mechanics	___	3	2	0	4	MAT 121 or MAT 161 or MAT 171
PSY	150	General Psychology	___	3	0	0	3	ENG 090, RED 090 or ENG 095/ENG 095A
				12	11	0	16	
SPRING SEMESTER – (Second Year)								
ATR	280	Robotic Fundamentals	___	3	2	0	4	
ELN	232	Introduction to Microprocessors	___	3	3	0	4	
ELN	234	Communication Systems	___	3	3	0	4	ELN 132
Major Elective			___	2	3	0	3	
				11	11	0	15	

55/56 52 0 74/75

Elective List

CIS	115	Intro. to Prog. & Logic	_____	2	3	0	3	MAT 070, MAT 080, MAT 121, MAT 161, or MAT 171
COE	111/112/113	Cooperative Work Experience I	_____	0	0	10-20-30	1-2-3	
COE	121/122/123	Cooperative Work Experience II	_____	0	0	10-20-30	1-2-3	
COE	131	Cooperative Work Experience III	_____	0	0	10	1	
ISC	110	Workplace Safety	_____	1	0	0	1	
SPA	111	Elementary Spanish I	_____	3	0	0	3	ENG 090, RED 090 OR ENG095/ENG095A

TOTAL SEMESTER HOURS REQUIRED FOR DEGREE: 74/75

Additional information about the Electronics Engineering Technology program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

**ELECTRONICS ENGINEERING TECHNOLOGY
*Certificate***

			HOURS PER WEEK						
	Grade	Class	Lab	Clinic	Credit	Pre/ Corequisites			
I	GENERAL EDUCATION COURSES:		3 Hours						
	MAT	121	Algebra/Trigonometry I	___	2	2	0	3	MAT 070
II.	MAJOR COURSES:		13 Hours						
	ELC	131	DC/AC Circuit Analysis	___	4	3	0	5	MAT 121
	ELN	131	Semiconductor Applications	___	3	3	0	4	
	ELN	133	Digital Electronics	___	3	3	0	4	
TOTAL HOURS REQUIRED FOR CERTIFICATE:								16	

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

SUSTAINABILITY TECHNOLOGY

Certificate

			HOURS PER WEEK			
	Grade	Class	Lab	Clinic	Credit	Pre/Corequisites
FALL SEMESTER (First Year)						
ALT	120	Renewable Energy Tech	___	2	0	3
BIO	140	Environmental Biology	___	3	0	3
			5	2	0	6
SPRING SEMESTER (First Year)						
ALT	220	Photovoltaic Sys Tech	___	2	3	0
SST	120	Energy Use Analysis	___	2	2	0
			4	5	0	6
SUMMER SEMESTER (First Year)						
SST	110	Intro to Sustainability	___	3	0	0
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:						15

*Additional information about the Sustainability Technology program is available at
<http://www.vqcc.edu/Academics/academics-programs>*

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

WELDING TECHNOLOGY

Diploma

Suggested Course Sequence

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Credit			
							Pre/ Corequisites	
FALL SEMESTER (First Year)								
WLD	110	Cutting Processes	___	1	3	0	2	
WLD	212	Inert Gas Welding	___	1	3	0	2	
WLD	115	SMAW (Stick) Plate	___	2	9	0	5	
BPR	111	Blueprint Reading	___	1	2	0	2	
WLD	141	Symbols & Specifications	___	2	2	0	3	
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
				10	19	0	17	
SPRING SEMESTER (First Year)								
WLD	116	SMAW (Stick) Plate/Pipe	___	1	9	0	4	WLD 115
WLD	131	GTAW (Tig) Plate	___	2	6	0	4	
WLD	121	GMAW (Mig) FCAW/Plate	___	2	6	0	4	
MAT	101	Applied Mathematics I	___	2	2	0	3	MAT 060
				7	23	0	15	
SUMMER SEMESTER (First Year)								
WLD	261	Certification Practices	___	1	3	0	2	WLD 115, WLD 121, WLD 131
WLD	151	Fabrication I	___	2	6	0	4	
				3	9	0	6	
				20	51	0	38	
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:							38	

Additional information about the Welding Technology program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

WELDING TECHNOLOGY

Diploma

Suggested Course Sequence (EVENING)

			HOURS PER WEEK					
	Grade	Class	Lab	Clinic	Credit	Pre/ Corequisites		
FALL SEMESTER (First Year)								
WLD	110	Cutting Processes	___	1	3	0	2	
WLD	212	Inert Gas Welding	___	1	3	0	2	
BPR	111	Blueprint Reading	___	1	2	0	2	
ENG	102	Applied Communications II	___	3	0	0	3	ENG 085 or RED 080
			6	8	0	9		
SPRING SEMESTER (First Year)								
WLD	115	SMAW (Stick) Plate	___	2	9	0	5	
MAT	101	Applied Mathematics I	___	2	2	0	3	MAT 060
			4	11	0	8		
SUMMER SEMESTER (First Year)								
WLD	116	SMAW (Stick) Plate/Pipe	___	1	9	0	4	WLD 115
FALL SEMESTER (Second Year Year)								
WLD	121	GMAW (Mig) FCAW/Plate	___	2	6	0	4	
WLD	131	GTAW (Tig) Plate	___	2	6	0	4	
			4	12	0	8		
SPRING SEMESTER (Second Year)								
WLD	141	Symbols & Specifications	___	2	2	0	3	
WLD	151	Fabrication I	___	2	6	0	4	
			4	8	0	7		
SUMMER SEMESTER (Second Year)								
WLD	261	Certification Practices	___	1	3	0	2	WLD 115, WLD 121, WLD 131
			1	3	0	2		
			20	51	0	38		
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA:					38			

Additional information about the Welding Technology program is available at <http://www.vgcc.edu/Academics/academics-programs.cfm>

**VANCE-GRANVILLE COMMUNITY COLLEGE
APPLIED TECHNOLOGIES DEPARTMENT PROGRAMS
GRADUATION REQUIREMENTS**

BASIC WELDING

Certificate

	Grade	Class		HOURS PER WEEK			Pre/ Corequisites
				Lab	Clinic	Credit	
BPR	111	Blueprint Reading	___	1	2	0	2
WLD	110	Cutting Processes	___	1	3	0	2
WLD	115	SMAW (Stick) Plate	___	2	9	0	5
WLD	141	Symbols & Specifications	___	2	2	0	3
WLD	212	Inert Gas Welding	___	1	3	0	2
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:							14

WELDING CERTIFICATION PRACTICES

Certificate

	Grade	Class		HOURS PER WEEK			Pre/ Corequisites
				Lab	Clinic	Credit	
WLD	115	SMAW (Stick) Plate	___	2	9	0	5
WLD	121	GMAW (Mig) FCAW/Plate	___	2	6	0	4
WLD	131	GTAW (Tig) Plate	___	2	6	0	4
WLD	141	Symbols & Specifications	___	2	2	0	3
WLD	261	Certification Practices	___	1	3	0	2
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE:							18

WLD 115, WLD 121, WLD 131

RELATIONSHIPS WITH INSTRUCTORS

Instructors are people. They are an integral part of your education. Here are some suggestions for forming a good working relationship with them.

1. Form your own opinion about each instructor. Students talk about teachers, and you may hear conflicting reports. Decide for yourself.
2. Be attentive. Daydreaming, sleeping or having side conversations in class will insult your instructor. Besides, you miss what's happening. Side conversations also disturb other students.
3. We all have mental pictures about instructors. Perhaps they are unapproachable, brilliant, boring, demanding, eccentric, etc. Assume nothing. Get to know your teacher first-hand. Take advantage of their office hours. Some teacher best express their love and enthusiasm for their subject private conversations rather than lectures.
4. Many instructors have special office hours. Most are delighted to talk to students that's why they are teachers. Talking to one student allows them to focus on the area that's critical to that student and their enthusiasm can be contagious. What sounded incomprehensible in class may become clear in a one-to-one exchange.
5. Arrive early for classes. You can visit with your instructor or classmates, review notes, or spend a few minutes relaxing. Being on time demonstrates your commitment and interest.
6. Participate in class discussions. Ask questions. Provide answers. Be ready to debate and discuss. Your instructor will know you are interested and prepared. Asking questions to sidetrack your teacher or just to get noticed, however, wastes everyone's times.
7. Accept criticism. Learn from your teacher's comments on your work. It is a teacher's job to correct. Don't take it personally.
8. Submit professional work of high quality in both content and form. Prepare papers as if you were submitting them to an employer. Imagine that a promotion and raise will be determined by your work.

ASSISTANCE

Academic Warning, Probation, Suspension	VP of Student Affairs/Counselors – Bldg 8
Adding a Class	Registrar's Office - Building 8
Admission Information	Admissions Office – Building 8
Academic Advising	Counselors - Building 8, Advisor
Canceled Classes	Registrar's Office – Building 8
Career Planning	Career Center – Building 8
Classes Moved	Department Chairman
Counseling	Student Affairs – Building 8
Drop/Add Form	Registrar's Office – Building 8
Dropping a Course	Counselors – Building 8, Advisor
Extracurricular Activities	Student Affairs – Building 8
Fee Deferment	VP of Student Affairs – Building 8
Financial Aid, Loan, Work-study, GI Bill, Veteran's Benefits	Financial Aid- Building 8
Grades	Registrar's Office – Building 8
Hairstyling	Cosmetology – Building 3
Health Insurance	Business Office – Building 1
I.D. Card	During Registration – Building 8
Job Placement (Full/Part-time)	Career Center, Building 8
Parking Permit	During Registration – Building 1
Placement Testing	Admissions Office – Building 8
Registration for Classes	Academic Advisors
Scholarships	Director of Endowment – Building 1
Student Policies, Procedures	VP of Student Affairs – Building 8
Tuition Information	Student Affairs – Building 8
Tutoring	Academic Skills Center – Bldg 7, 3 rd floor
Transcript Requests	Registrar's Office – Building 8
Withdrawal Forms	Registrar's Office – Building 8
VGCC Catalogs	Student Affairs – Building 8

STUDENT AFFAIRS PERSONNEL

STUDENT AFFAIRS

Gene Purvis	Vice President of Student Affairs
Daniel Alvarado	Director of Counseling/Disability Services
Carolyn Ayscue	Financial Aid Assistant
Maria Bailey	Pre-Health Advisor
Glenda Bowman	Financial Aid Assistant
Jasmine Hightower	Student Activities and Athletics Director
Frank Clark	Director of Financial Aid
Claudette Dickerson	Admissions & Records Assistant
Lisa Edwards	Admissions & Records Assistant
Linda Fletcher	Director of Career Services/Cooperative Education
Lori Forsyth	Testing Specialist
Kathy Ktul	Director of Admissions & Records Assistant
Seletha Pherribo-Bumphus	Counselor
Veta Pierce-Cappetta	Counselor
Susan Miller	Asst. Registrar
Tonya Strum	Financial Aid Assistant
Carol Piper	Receptionist
Brian Clemmons	Assistant Director Financial Aid
Carol Slaughter	Executive Assistant to Vice President of Student Affairs
Barbara Smith	Career Center Coordinator
Deborah Sullivan	Administrative Assistant to VP of Student Affairs
Tonya Waddle	Assistant Director of Admissions & Records
Herbert Washington	Advisor
Sharon Williams	Admissions & Records Assistant

SATELLITE CAMPUSES

Bobbie Jo May	Dean, Franklin Campus
Anthony Pope	Director, Franklin Campus
Vetta Pierce-Cappetta	Counselor, Franklin Campus
Phyllis Thomas	Counselor, South Campus
Cecilia Wheeler	Dean, South Campus
George Henderson	Dean, Warren Campus

ACADEMIC SKILLS CENTER

Evelyn Hall	Director of Academic Skills
Jason Snelling	Assistant Coordinator of Academic Skills Center

CURRICULUM ADMINISTRATION

Dor. Ray Goldberg
Angela Gardner-Ragland
Bobby Van Brunt

Dean, Health Sciences
Interim Dean, Arts and Sciences
Dean, Business and Applied Technologies

PROGRAM HEADS

Carl Hann
Wesley Smith
Erica Jastrow,
Fred Brewer
Keith Tunstall
Tomeka Moss
Andrea Ferguson
Ross Ragonese
Renee Alston-Thompson
Jennifer M. Johnson
Robert Hudson
Wesley Williams
Wendy Frandsen
Scott Garrison
Walter Martin
Tracy Wallace
Spring Tucker
Tammy Johnson-Leach
Spring Tucker
Christal Swilley
Carla May
Lydia Powell
Angela Thomas
Steve McGrady
Aaron Randall
Jacquelin Heath
Spring Tucker
Rusty Pace

Accounting/Business Administration
Air Conditioning, Heating and Refrigeration
Associate Degree Nursing/Practical Nursing
Automotive Systems Technology
Carpentry
Cosmetology
Criminal Justice
Culinary
Developmental Studies
Early Childhood Associate
Electrical/Electronics Technology
Electronics Engineering
English
Fine Arts & Humanities
Global Logistics
Human Services
Information Systems Technology
Medical Assisting
Networking Technology
Office Administration/Legal/Medical Office Administration
Pharmacy Technology
Psychology
Radiography
Science
Social Sciences
School-Age Education
Web Technologies
Welding Technology

**VANCE-GRANVILLE COMMUNITY COLLEGE
2011-2012 ACADEMIC CALENDAR**

Vance-Granville Community College operates on the semester system. The fall and spring semesters are 16 weeks in length. The summer term is 10 weeks (48 days) in length.

Fall Semester 2011

August 16	Tuesday	Curriculum Classes Begin
August 18	Thursday	Last Day to Add A Class*
August 25	Thursday	Last Day for a Partial Refund/ Last Day to Drop with No Transcript Grade/ Census Date
September 5	Monday	Labor Day Holiday
October 13, 14	Thursday/Friday	Fall Break
November 14	Monday	Last Day to Withdraw with "WP" Grade
November 24, 25	Thursday, Friday	Thanksgiving Holidays
December 9	Friday	Exam Study Day
December 12-14	Monday-Wednesday	Final Exams

Spring Semester 2012

January 5	Thursday	Curriculum Classes Begin
January 9	Monday	Last Day to Add A Class*
January 16	Monday	Martin Luther King, Jr. Holiday
January 17	Tuesday	Last Day for a Partial Refund/ Last Day to Drop with No Transcript Grade/ Census Date
March 12-16	Monday-Friday	Spring Break
April 4	Wednesday	Last Day to Withdraw with "WP" Grade
April 6	Friday	Good Friday
May 3	Thursday	Exam Study Day
May 4-8	Friday-Tuesday	Final Exams
May 11	Friday	Graduation
May 12	Saturday	Graduation (Rain Date)

Summer Semester 2012

May 21	Monday	Curriculum Classes Begin
May 22	Tuesday	Last Day to Add A Class*
May 25	Friday	Last Day for a Partial Refund/ Last Day to Drop with No Transcript Grade/ Census Date
May 28	Monday	Memorial Day Holiday
July 2-July 6	Monday-Friday	Independence Day Holidays
July 17	Tuesday	Last Day to Withdraw with "WP" Grade
August 2	Thursday	curriculum Classes End

**Instructor permission is required to add a class beyond this date. See "Drop and Add" policy.*